



ELECTION NEWS

A special informational bulletin
on the conduct of the
November 7, 2006 general
election

Michigan Department of State - Terri Lynn Land, Secretary of State

Issue No. 38

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In This Issue ...

This edition of *Election News* offers additional reminders and points of information regarding the administration of the November 7, 2006 general election. The following topics are covered:

- Handling Emergencies that Raise Questions Over the Interruption of the Voting Process or the Extension of the Polling Hours
- Distribution of Election Materials for November 7 General Election
- The Establishment and Use of “Receiving Boards”
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Handling Emergencies that Raise Questions Over the Interruption of the Voting Process or the Extension of the Polling Hours

All polling places must be ready and open for voting at 7:00 a.m. At 7:00 a.m., it is the duty of the precinct chairperson to publicly announce the opening of the polls by declaring, “The polls are now open.” The polling place must remain open for voting until 8:00 p.m. At 8:00 p.m., it is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, “The polls are now closed.” Every voter standing in the line at 8:00 p.m. must be permitted to vote.

County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority. The following points merit emphasis:

- Should any event or emergency occur outside of your jurisdiction which raises questions over the interruption of the voting process or the suspension of the election, do not take any action unless and until you receive direction through the Michigan Department of State’s Bureau of Elections. The careful coordination of such decisions is essential to the orderly conduct of the elections process.

- Should any event or emergency occur within your jurisdiction which raises questions over the interruption of the voting process or the closing of one or more polling places in your jurisdiction, take direction from your local enforcement officials and call the Michigan Department of State's Bureau of Elections (517/373-2540) to alert us to the situation. It is important that the Bureau be contacted as soon as possible in any instance where your local enforcement officials evacuate or close a polling place during the 13-hour polling period. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the poll book before leaving the polling place.
- Should any situation occur which raises questions over the extension of the polling hours after 8:00 p.m., do not take any action unless and until you receive direction through the appropriate legal channels. The polling hours cannot be extended beyond 8:00 p.m. without a court order.
- Watch for incoming emails from the Department of State's Bureau of Elections on November 7! If an urgent need to communicate with Michigan's county and local clerks emerges on November 7, the issuance of an email to all county and local clerks will be one of the first actions we will take.
- If we do not have an up-to-date email address where we can reach you on short notice, please contact the Bureau prior to the November 7 general election. Any updated email address information that you wish to bring to our attention should be directed to <elections@michigan.gov>.

Distribution of Election Materials for November 7 General Election

The election materials needed for the administration of the November 7 general election which are supplied through the Department of State's Bureau of Elections fall into three categories: 1) those materials which will be automatically shipped to the county clerks throughout the state for distribution to the local clerks in their respective counties 2) those materials which the county clerks must order and 3) those materials that can be printed from the Department of State's website.

Automatic supply shipments: The election materials listed below will be automatically shipped to the county clerks throughout the state for distribution to the local clerks in their respective counties. (The following cities will receive direct shipments of the listed materials: Ann Arbor, Detroit, Flint, Grand Rapids, Lansing, Livonia and Warren.)

- **Voting instructions for display in the polls:** Two copies of the voting instructions prepared for display in the polls on November 7 will be supplied for each precinct. The poster complies with the requirements provided under MCL 168.668a as amended under PA 96 of 2004. (The voting instruction poster prepared for the November 7 general election can also be printed from the Bureau's website as explained below.)
- **State proposal poster:** Two copies of the state proposal poster prepared for display in the polls on November 7 will be supplied for each precinct as required under MCL 168.480. The

poster provides the full text of the five statewide proposals which appear on the November 7 general election ballot.

- **Voter “Rights and Responsibilities” poster:** Two copies of the voter “Rights and Responsibilities” poster prepared for display in the polls on November 7 will be supplies for each precinct.
- **Voter “Rights and Responsibilities” palm cards:** A quantity of voter “Rights and Responsibilities” palm cards will be supplied for distribution in the polls. (50 copies of the palm card will be supplied for each precinct.)

Materials that must be ordered: The following materials needed for the administration of the November 7 general election were shipped to all counties in advance of the August 8 primary. (The following cities received direct shipments of the listed materials: Ann Arbor, Detroit, Flint, Grand Rapids, Lansing, Livonia and Warren.) Jurisdictions in need of any additional quantities of the listed materials should contact Ruth Lee of the Bureau of Elections. Phone: (517) 373-2540. Fax: (517) 241-4785. Email: LeeRS@michigan.gov.

- **State precinct manuals (*Managing Your Precinct on Election Day*):** Two copies of the state precinct manual must be available in each precinct.
- **Election seals:** All precincts must be supplied with an adequate number of state election seals including the seals needed to secure the AutoMARK Voter Assist Terminals (“Easy Twist” seals).
- **Voter instructions on cassette tape:** An audio version of the voting instructions must be available in each polling place.
- **Braille voting instructions:** One copy of the Braille voting instructions prepared for display in the polls must be available in each precinct.

Materials that can be printed from the Department’s website: The following materials needed to administer the November 7 general election can be accessed on the Department of State’s website <www.michigan.gov/sos>. To locate the information, click on “Elections in Michigan”; on the Elections in Michigan page, click on “Information for Election Administrators.” The referenced documents are listed under the “Election Resources” section in the middle of the page.

- **AutoMARK Voter Assist Terminal materials:** The following materials developed to support the use of the AutoMARK Voter Assist Terminals can be accessed through the Department’s website: “Accessible Voting Signage,” “AutoMARK Election Inspector Guide,” “AutoMARK Program Testing Procedures,” “AutoMARK Troubleshooting Guides,” “AutoMARK Preparation Checklist and Test Certification Form,” “Sample Public Accuracy Test Notice,” and “Clerk’s Preparation Certificate.”

- **AutoMARK operation video:** A 10-minute video which demonstrates the various features of the AutoMARK Voter Assist Terminal is available on the Department's website in a variety of formats.
- **Voting instruction for display in the polls:** A minimum of two copies of the poster must be placed on display in each polling place. While a supply of the posters will be automatically shipped as explained above, the voting information posters can be printed from the Bureau's website if additional copies are desired or needed. (Legal sized paper is needed to print the poster.)
- **Spanish version of voting instructions:** Spanish voting instructions are required in Clyde Township (Allegan County) and Buena Vista Township (Saginaw County). While there are no legal requirements that Spanish voting instructions be posted anywhere else in the state, clerks are free to post the translated instructions in any precincts where they feel that they would be of benefit. Legal sized paper is needed to print the poster.
- **Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan's provisional balloting process. The following materials can be accessed through the Department's website: the "Four Step Procedure Form," the "Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement," the "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office," and the "Provisional Ballot Report Form."
- **Identification requirement notice:** Every polling place must be supplied with the notice developed for voters subject to the federal identification requirement who are unable to satisfy the requirement when offering to vote.

The Establishment and Use of "Receiving Boards"

Michigan election law, MCL 168.679a, provides that the legislative body of a city or township may, by resolution, approve the establishment of one or more "receiving boards" to administer any upcoming election scheduled in the jurisdiction.

When established, receiving boards are responsible for ensuring that 1) all ballot containers delivered to the clerk's office after the polls close are properly sealed 2) all seal numbers are properly recorded and 3) that the number of names entered in the poll book balances with the number of ballots counted in the precinct as shown on the statement of returns.

Appointment process: If the establishment of one or more "receiving boards" is approved by the jurisdiction's legislative body, the local election commission must appoint at least two election inspectors to each board. When making the appointments, the election commission must appoint an equal number of election inspectors from each of the two major political parties in the state.

Delivery of materials to receiving boards: At the close of the polls, two election inspectors representing each of the two major political parties are required to deliver to the appropriate receiving board the precinct's sealed ballot container containing the voted ballots and, in a separate sealed envelope, the poll book and statement of returns.

Receiving board procedures: Upon the delivery of the ballot container, poll book and statement of returns, the receiving board is authorized to take the following actions:

- 1) Check to confirm that the ballot container is properly sealed and that the seal number is properly recorded in the poll book and on the statement of returns. If the ballot container is not properly sealed or the seal number is not properly recorded in the poll book or on the statement of returns, the election inspectors and the members of the receiving board may take the necessary actions to correct the discrepancy. If the correction of a discrepancy is necessary, the election inspectors and the members of the receiving board must note the discrepancy and the actions taken to correct the matter in the remarks section of the poll book. The notation must be signed by the election inspectors and the members of the receiving board.
- 2) Check to confirm that the number of names entered in the poll book balances with the number of ballots counted in the precinct as shown on the statement of returns. If the number of names entered in the poll book does not balance with the number of ballots counted in the precinct and a satisfactory explanation has not been entered in the poll book, the receiving board must question the election inspectors on the discrepancy. After questioning the election inspectors, the members of the receiving board must note the explanation provided by the election inspectors in the remarks section of the poll book. The notation must be signed by the election inspectors and the members of the receiving board.

After completing the above checks, the members of the receiving board must replace the poll book and statement of returns in the delivery envelope, seal the envelope with a red paper seal and initial the seal. If permitted by the clerk of the board of canvassers responsible for canvassing the election, the poll books and statement of returns for multiple precincts may be included in a single delivery envelope.

Actions receiving board can take if poll book or statement of returns is sealed in ballot container: If, upon the receiving board's receipt of a ballot container, it is determined that the poll book or statement of returns has been sealed in the ballot container, the election inspectors may open the ballot container to remove the poll book or statement of returns under the receiving board's supervision. In such an instance, the election inspectors and the members of the receiving board must note the actions taken to correct the matter in the remarks section of the poll book. The notation must be signed by the election inspectors and the members of the receiving board. After removing the poll book or statement of returns from the ballot container, the election inspectors must reseal the ballot container and record the new seal number in the poll book and on the statement of returns.

The Establishment and Use of "Absent Voter Counting Boards"

An "absent voter counting board" is a precinct that is established by the election commission for the purpose of processing and counting absent voter ballots.

Instructions for the establishment and operation of absent voter counting boards are provided with this newsletter. Please feel free to duplicate and distribute the instructions as needed in

your jurisdiction.

Public Access to Precinct Results After Polls Close: A Reminder

Michigan election law, MCL 168.807, stipulates that as soon as the precinct board has obtained the precinct's vote totals after the polls have closed, the results must be made available to any interested person who may be present in the polling place. Michigan election law, MCL 168.801, further provides that at least one door to the polling place must remain open during the closing of the polls and the generation of the precinct's vote totals.

This reminder is offered as a number of news gathering organizations have indicated that they plan to station staff members in selected polling places throughout the state on November 7 who will be responsible for obtaining the precinct's vote totals as soon as they are generated. The precinct level results will be used by the news gathering organizations to report on the election and project the outcome of the races on election night.

Candidates Elected on November 7 Must File a "Post-Election Campaign Finance Statement" Before Assuming Office

Michigan election law, MCL 168.848, requires any candidate elected to office on the state, county or local level to file an affidavit prior to assuming office which states that at the date the affidavit was executed "all statements, reports, late filing fees, and fines required of the candidate or a candidate committee organized to support the candidate's election under the Michigan Campaign Finance Act ... have been filed or paid."

- The affidavit is not required of an elected candidate whose Candidate Committee did not receive or expend more than \$1,000.00 during the election cycle.
- An elected candidate who is required to file a Post-Election Campaign Finance Compliance Statement must submit the form to the filing official designated to receive the elected candidate's campaign finance disclosure filings.
- An elected candidate who is required to file the statement who fails to submit the form is guilty of a misdemeanor punishable by a "fine of not more than \$500.00 or imprisonment for not more than 93 days, or both." An elected candidate who falsifies the statement is guilty of perjury punishable by a "fine of not more than \$1,000.00 or imprisonment for not more than 5 years or both."

A form developed for distribution to elected candidates who must comply with the filing requirement is provided with this newsletter ("Post-Election Campaign Finance Compliance Statement"). The form is also available on the Department of State's website <www.michigan.gov/sos>.



INSTRUCTIONS FOR THE CONDUCT OF ABSENT VOTER COUNTING BOARDS

**Michigan Department of State
Bureau of Elections
October, 2006**

INTRODUCTION

Establishment of Absent Voter Counting Boards

An absent voter counting board is a precinct that is established by the election commission of a city, township or village for the purpose of processing and tabulating absent voter ballots. The employment of absent voter counting boards is optional. (MCL 168.792a(1))

A local election commission that wishes to establish absent voter counting boards for an upcoming election must meet and authorize the maximum number of boards that can be employed no later than the 10th day before the election. If more than one counting board is to be established, the commission must determine the maximum number of ballots that may be processed and tabulated by each board. In making this decision, consideration is given to the size and complexity of the ballot.

The commission must appoint a minimum of three inspectors to each counting board. Appointments must be made no later than the 10th day before the election under the same procedures established for the appointment of the precinct inspectors who will serve in the polls. The commission is also responsible for providing a suitable place where the counting board will meet to process and tabulate ballots. Such locations are called an “absent voters’ counting place.” More than one absent voter counting board may be located in the same building or room.

The commission is required to establish the time that the inspectors must report for duty. The work of the board may begin as early as 7:00 a.m., however, a counting place is not permitted to close until 8:00 p.m.

By the second day preceding the election, the clerk is required to determine the number of counting boards that will be needed (up to the maximum number authorized by the election commission) and the number of ballot containers to be used. The clerk is responsible for

providing the absent voter counting board with all necessary supplies. (MCL 168.792a(1) - (5))

Oath Required

An election inspector appointed to a counting board, a challenger, or any other person in attendance at a counting place at any time after the processing of ballots has begun must take and sign the following oath:

“I (name of person taking oath) do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.”

The completed oaths are delivered to the clerk in an envelope which has been sealed with a red state seal. (MCL 168.792a(10) - (11))

Prohibition

A person in attendance at a counting place after votes have been revealed on ballots is not permitted to leave the counting place until the polls close at 8:00 p.m. A person who discloses an election result or in any manner characterizes how any ballots have been voted before 8:00 p.m. is guilty of a felony. (MCL 168.792a(11))

As an *exception* to the above, the local election official who established the counting board, a deputy or employee of the local election official, or an employee of the State Bureau of Elections may enter and leave a counting place after the tabulation process has begun but before the polls close. Such persons may enter a counting place only for the purpose of responding to an inquiry from an election inspector or a challenger or to provide instructions on the operation of the counting board. (MCL 168.792a(16))

Cell Phones Not Permitted in Absent Voter Counting Boards

Election inspectors appointed to serve in absent voter counting boards may not use or be in possession of a cellular phone during the sequestration period. The same policy applies to any challengers or polls watchers appointed to observe absent voter counting boards. The enforcement of this policy is critical to the integrity of the absent voter counting board process.

PROCESSING ABSENT VOTER BALLOTS
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The work performed by a counting board is divided into two separate tasks: 1) **processing** absent voter ballots and absent voter ballot applications and 2) **tabulating** the absent voter ballots.

Processing

All valid ballots received by the clerk prior to election day will be delivered to the absent voter counting board upon the commencement of the board’s work along with the corresponding absent voter ballot applications. Absent voter ballot applications for ballots which have not been

returned by voters are retained by the clerk and are not delivered to the counting board.

The processing of absent voter ballots is divided into three steps as explained below. While the processing steps may be tailored to meet administrative preferences, care must be taken to assure that the security measures built into the procedures are not compromised in any way.

STEP 1 Materials: absent voter ballot applications and return envelopes.

- Verify that the clerks' record area of the return envelope was completed and that the return envelope was signed and dated by the voter. If the clerks' record area of the return envelope is incomplete, return the unopened envelope and the corresponding absent voter ballot application to the clerk for immediate correction. If the return envelope was not signed by the voter, return the unopened envelope and corresponding absent voter ballot application to the clerk for review. *Note: It is not necessary to return the envelope and corresponding absent voter ballot application to the clerk if the date is missing in the voter signature area of the return envelope; if such omission is found, continue processing.* A ballot returned to the clerk which does not bear the voter's signature will be resubmitted to the counting board if the clerk is able to obtain the missing signature prior to 8:00 p.m.
- Check the return envelope to determine if the voter received assistance in voting the ballot. If a notation indicating that assistance was provided appears on the envelope, check the "remarks" page of the poll book to ensure that the assistance was noted by the clerk. If necessary, note that assistance was provided to the voter on the "remarks" page in the poll book. The note should include the name of the voter and the name of the individual who provided the assistance. Open the return envelope and continuing processing.

STEP 2 Materials: opened return envelope and Absent Voter Poll Book or "List of Absent Voters To Whom Ballots Were Mailed."

- Without exposing any votes, verify that the number on the ballot stub agrees with the ballot number recorded for the voter in the poll book or on the list. *If the ballot was returned in a secrecy envelope, the ballot and secrecy envelope may be removed from the return envelope to make the comparison. If the ballot was not returned in a secrecy envelope, first verify that the ballot was folded by the voter so that the votes are concealed before removing the ballot from the return envelope to make the comparison. If the ballot was not returned in a secrecy envelope, without exposing any votes, place the ballot in a secrecy envelope provided by the clerk for this purpose. If the ballot does not require a secrecy envelope, but is not folded so that votes are concealed, without exposing any votes, properly refold the ballot(s).* If the ballot numbers do **not** agree, and no explanation for the discrepancy can be found (e.g., voters residing in the same household have switched their ballots), the ballot must be processed as a "challenged ballot." (See "Challenge Procedure" below.) If the ballot numbers agree, continue processing.

Special Conditions: If a ballot was not returned by the voter (the return envelope or secrecy envelope is empty), or if during the processing of a "dual ballot" it is determined that the voter did not return both ballots in the set (i.e., the voter was issued two ballots but only returned one), note the missing ballot(s) on the "remarks" page in the poll book

(e.g., first ballot in set or “A” ballot not returned). In making this notation, **do not** include the name of the voter involved.

- Mark or highlight the name of the voter in the poll book or on the list and continue processing. Set the return envelope aside for later delivery to the clerk.

STEP 3 Materials: secrecy envelope with ballot(s) enclosed or ballot(s) folded with votes concealed.

Remove the numbered ballot stub(s). Once removed from the ballot(s) the stub(s) may be discarded or retained for audit purposes at the discretion of the counting board. Deposit the secrecy envelope containing the ballot or the folded ballot(s) into a locked ballot container (if one was provided) or otherwise secure the ballot for counting.. *Do not remove the voted ballot(s) from the secrecy envelope or unfold the ballot(s) at this time.*

MAINTAINING BALLOT SECRECY

In all cases, the processed ballots must be intermingled with other ballots and tabulated in batches to ensure the secrecy of the ballots.

It is further recommended that the processing of several return envelopes and applications be delayed until after 8:00 p.m. This will allow a ballot that is received by the clerk just prior to 8:00 p.m. to be intermingled with other ballots before they are tabulated. This will, in effect, preserve the secrecy of the last ballot delivered to the counting board for processing and tabulating.

BALLOTS RECEIVED AFTER PROCESSING BEGINS
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All valid absent voter ballots received by the clerk through 8:00 p.m. on election day will be delivered to the counting board with the corresponding absent voter ballot applications immediately upon receipt. It is the responsibility of the counting board to record the date of return in the poll book or on the list for each additional absent voter ballot received by the clerk and delivered to the board on election day.

EMERGENCY REQUESTS

In emergency situations only, a voter may apply for an absent voter ballot as late as 4:00 p.m. on election day. If an emergency application is received by the clerk, the counting board will be instructed to make the necessary entries in the poll book or on the list that would otherwise be completed by the clerk. Once the necessary entries are made, the application must be returned to the clerk to await the return of the ballot. If the requested ballot is voted and returned to the clerk by 8:00 p.m., the clerk will record the date of the return on the corresponding application and deliver both the return envelope and completed application to the counting board; the

counting board must then record the date of return in the poll book or list.

CHALLENGE PROCEDURE

If an absentee ballot being processed in the counting board is challenged, the ballot is identified as described below:

- Write the word “CHALLENGED” across the face of the ballot return envelope.
- Write the number appearing on the voter’s ballot in pencil on the back of the ballot.
- Place a piece of “Post It Note” brand tape over the number written in pencil so that it is concealed. As an alternative, the use of transparent tape and a small strip of paper is recommended. In either case, it is important that the tape is neatly affixed to the ballot to prevent the ballot from jamming during tabulation.
- Make a notation of the challenge in the poll book on the page labeled “Challenged Voters.” The notation must include the time that the challenge was made, the name of the challenger, the name of the challenged voter, the voter’s address and telephone number, and the reason for the challenge.

RIGHTS OF CHALLENGERS

Election challengers may be appointed by political parties and qualified interest groups to observe absent voter counting boards. (Each political party and qualified interest group is permitted to appoint one challenger per absent voter counting board.) A challenger serving in an absent voters’ counting place has the right to challenge an absent voter ballot if the challenger has reason to believe that the person who voted the ballot is not qualified to vote. A challenger has the right to challenge the actions of the board members operating the counting place if the challenger believes that election law is not being followed. An official challenger:

- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election.
- May observe all procedures being carried out.
- May bring to the board’s attention the improper handling of a ballot by a board member.
- May inspect the absent voter ballot applications, poll books, or any other materials used by the board. (When exercising this right, challengers may **not** touch the materials.)
- May observe the tabulation of the ballots. (When exercising this right, challengers may **not** touch the ballots.)

- May keep notes on the board's actions.

Credentials: A challenger must have in his or her possession a “challenger card” issued by the party or organization he or she represents. Upon entering the counting place, the challenger must show the card to the chairperson of the board. It is recommended that a challenger also wear a badge which bears the words “ELECTION CHALLENGER.”

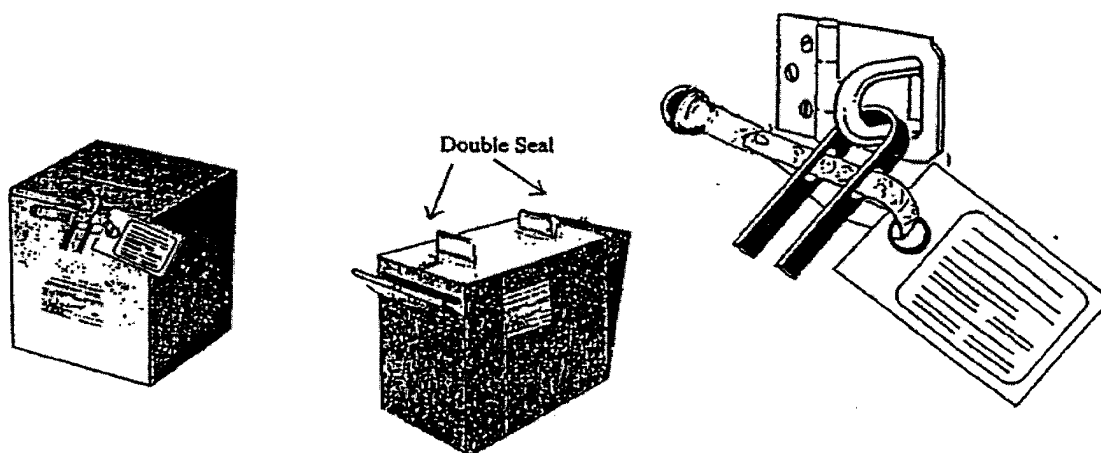
Conduct: Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the counting place for unnecessarily obstructing or delaying the work of the board; touching ballots, election materials or tabulation equipment; or acting in a disorderly manner.

Restriction: A candidate for any elective office in the election may not serve as a challenger. EXCEPTION: At an August primary, a candidate for county convention delegate may serve as a challenger in an absent voter counting board other than the board responsible for processing or counting the ballots cast in her or her precinct.

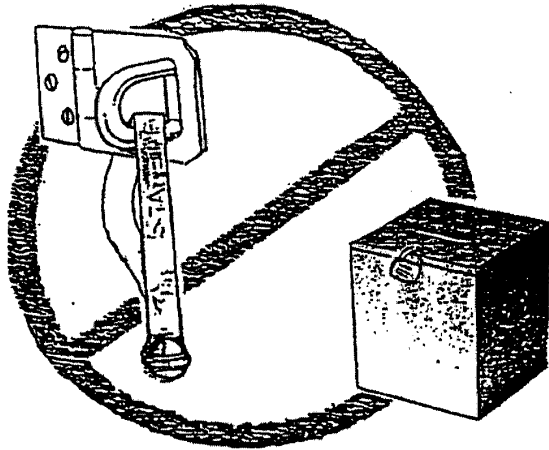
BALLOT SECURITY

The tabulated ballots must be sealed in an approved ballot container where they will remain for 30 days after the official canvass and certification of the election results. The security period is extended if a recount is in progress, a defect in the ballot or tabulation program is being investigated, if ordered by the court, or if prescribed by the Secretary of State. The following illustrations show the correct and incorrect way to seal a ballot container.

CORRECT Way to Seal a Ballot Container



INCORRECT Way to Seal a Ballot Container



BALLOT SECURITY VERIFICATION PROCEDURE

A board member sealing a ballot container must certify in writing that the item is properly sealed; a board member who is affiliated with the opposite political party must then verify that the ballot container is properly sealed and certify the verification in writing. Both certifications are made in the poll book, statement of votes and ballot container certificate (attached to the outside of the ballot container). (MCL 168.806a(a) - (c))

-- POST-ELECTION CAMPAIGN FINANCE COMPLIANCE STATEMENT --

- This form must be filed by any candidate subject to Michigan's Campaign Finance Act who is elected to a state, county, city, township, village or school office. The form must be filed *before* the candidate assumes office. Exceptions: an elected candidate whose Candidate Committee did not receive or expend more than \$1,000.00 during the election cycle is *not* required to submit this form. In addition, this form does not have to be filed by an individual elected to a U.S. Senate, U.S. House or precinct delegate position.
- An elected candidate who is required to file a Post-Election Campaign Finance Compliance Statement must submit this form to the filing official designated to receive the elected candidate's campaign finance disclosure filings.
- An elected candidate subject to the Post -Election Campaign Finance Compliance Statement filing requirement who fails to submit this form prior to assuming office is guilty of a misdemeanor.

I swear (or affirm) that on this date, all statements, reports, error or omission notice responses, late filing fees and fines required of me or any Candidate Committee organized to support my election to office and registered under Michigan's Campaign Finance Act, PA 388 of 1976, have been filed or paid. I further acknowledge that making a false statement in this affidavit is perjury, punishable by a fine of up to \$1,000.00 or imprisonment for up to 5 years, or both.

Signature of Candidate: _____

Printed Name of
Candidate: _____

Residential Address: _____

Phone: _____

Office You Will Assume: _____

Subscribed and sworn to by _____

Name of Notary: _____

before me on the _____ day of _____, _____

Notary Public, State of Michigan, County of _____

My commission expires _____

Signature of notary public

Acting in the County of _____